

**DUTY STATEMENT**

DS 3022 (1/2015)

**COMMUNITY SERVICES DIVISION  
PROGRAM OPERATIONS BRANCH  
FEDERAL PROGRAMS OPERATIONS SECTION**

**DUTY STATEMENT****EMPLOYEE:****JOB TITLE:** Associate Governmental Program Analyst **POSITION #:** 472-577-5393-702

**POSITION DESCRIPTION:** The Associate Governmental Program Analyst (AGPA) is responsible for fulfilling a variety of analytical assignments and providing technical support relative to numerous federally funded programs that impact individuals with developmental disabilities. The analyst will be responsible for the development and preparation invoices and reports for the Home and Community Based Services programs (waivers, initiatives and state plan amendments) for individuals with developmental disabilities. Duties will include analytical and research assignments, management of databases, providing technical assistance on federal programs and research complex programmatic issues. Other duties include billing of federal programs and analyzing monthly eligibility reports.

**SUPERVISION EXERCISED:** none.

**SUPERVISION RECEIVED:** Day-to-day operations are under the general supervision of the Assistant Chief, Federal Programs Operations Section (Staff Services Manager I).

**EXAMPLES OF DUTIES:**Essential Job Functions:

- 40% Perform administrative and analytical assignments related to federal programs, state plan amendments, 1915(i) billing and administration, Early Periodic Screening, Diagnosis, and Treatment program, Behavioral Health Treatment transitions and billing, Center for Medicare & Medicaid Services (CMS) New Rules, Self-Determination Program, Net Gross, Preadmission Screening and Resident Review (PASRR); make recommendations for programmatic changes to enhance federal financial participation; analyze and/or develop legislative proposals, regulations, budget change proposals or other written documents related to federal programs. Develop, maintain, evaluate and Conduct research into federal funding programs, fiscal program data and claiming methodologies.
- 35% Analyze, review and prepare invoices and reports for federal billing and eligibility. Provide systematic review to ensure consistency and accuracy of reports. Prepare various internal and external reports or correspondence. Develop Excel worksheets, which include developing calculations and formulae, linking data with workbooks, creating graphs and charts displaying statical information to analyze and provide program recommendations.

Marginal Job Functions:

- 15% Coordinate and provide technical assistance to regional centers and Department program staff to accurately monitor, reconcile and process expenditure claims. Track and update regional center allocation information for comparison to ensure compliance with multiple contract requirements.

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10% Conduct research into federal funding programs and claiming methodologies including analysis of other state waivers and methodologies and adaptation of promising revenue opportunities to California's developmental disabilities service delivery system.

**WORKING CONDITIONS:** Work is performed in an open-spaced partitioned office environment. Job requires sitting for extended periods of time while using a personal computer or reviewing documents and working papers. There may be approximately 5% statewide travel required.

**DESIRABLE QUALIFICATIONS:**

Knowledge of: California developmental disabilities system and the services supports and needs of consumers; federally funded waivers, state plan amendments and other federally funded programs related to the developmental disabilities system; state and federal budgeting policies and procedures.

Ability to: Develop and maintain cooperative and constructive working relationships with other agencies, the community, and department staff; work with professional personnel in the field relating to coordinating and developing services for persons with developmental needs; analyze situations accurately and take effective action. Must be able to speak and write effectively; reason logically and creatively; analyze data and present ideas and information effectively; review and edit written reports; and establish and maintain project priorities.

**CERTIFICATION OR LICENSE:** None.

\_\_\_\_\_  
Employee Name  
(Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name  
(Print)

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Employee and Supervisor acknowledge that by signing this Duty Statement that they have discussed and agree to the expectations of the position.